

LANCASTER COUNTY
ADMINISTRATIVE AIDE I
EXCLUDED ADMINISTRATIVE AIDE I

2331

0331

NATURE OF WORK

This is responsible work organizing and supervising the work performed by subordinate clerical and accounting personnel.

Work involves planning, organizing, assigning and supervising the work performed by subordinate clerical and accounting staff; interviewing, hiring and evaluating subordinates; implementing staff training programs; preparing correspondence and reports; interpreting administrative policy as it applies to departmental operation; and participating in budget preparation and administration. Work may include limited clerical responsibilities with the majority of the work being performed with considerable independence. Supervision is received from a technical or administrative superior. Assignments are received in the form of generalized instructions with work being reviewed in the form of reports submitted and results achieved. Supervision may be exercised over subordinate clerical and accounting staff. This class is differentiated from the higher-level clerical positions in that the major emphasis is on coordination and supervision of clerical and accounting functions.

EXAMPLES OF WORK PERFORMED

Analyze work methods of subordinate clerical and accounting staff and develop and implement improved work procedures.

Plan, organize, supervise and assign the work performed by clerical and accounting subordinates; coordinates work flow to and from subordinate staff; interview, hire and evaluate subordinates.

Prepare correspondence and reports; maintain a large variety of complex clerical and accounting records; develop and verify accounting data for departmental reports and statements; implement staff training programs; conduct research for special projects.

Participate in departmental budget preparation and maintain fiscal records of budgetary expenditures; prepare/monitor invoices and vouchers; post accounts.

Interpret administrative decisions and policies based upon explanation by superior; develop/update departmental protocols per interpretation and direction.

Operate a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of office management.

Knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of accounting and financial record-keeping procedures.

Ability to plan, organize, assign and evaluate the work of clerical and accounting subordinates.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to perform routine administrative detail independently including the preparation of letters, reports and memoranda.

Ability to establish and maintain effective working relationships with county officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school supplemented by course work in business education, business management or related field plus considerable experience in a responsible supervisory or office management position.

MINIMUM QUALIFICATIONS

Graduation from senior high school supplemented by course work in business education, business management or related field plus experience in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Revised: 9/95

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